



2017 ANNUAL REPORT





**DIVISION OF CAPITOL POLICE
ADMINISTRATION**

CHIEF OF POLICE

COLONEL ANTHONY S. PIKE

ASSISTANT CHIEF OF POLICE

MAJOR MARK J. SYKES

DEPUTY CHIEF OF OPERATIONS

CAPTAIN RAYMOND J. GOODLOE III

DEPUTY CHIEF OF ADMINISTRATION

CAPTAIN RANDALL E. HOWARD

SENIOR LEGAL SPECIALIST

CAPTAIN STEVEN A. WITMER

HUMAN RESOURCE MANAGER

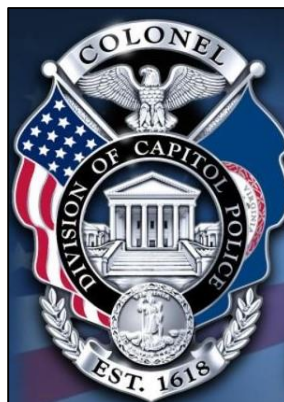
MS. STEPHANIE DILLON

EXECUTIVE ASSISTANT TO THE CHIEF

MS. JULIE REDDEN

ADMINISTRATIVE ASSISTANT

MS. GLORIA KIMBALL



MESSAGE FROM THE CHIEF

This annual report is a collaborative effort among Division staff to highlight our accomplishments in 2017. The Division of Capitol Police pledges to continue our tradition of service and professionalism to our government officials, state employees, citizens, and visitors to our historic complex. The Division of Capitol Police is a progressive and accredited agency that will always strive to maintain excellence and professionalism in the performance of our public safety mission. I believe our continued accomplishments are deep-rooted in our core values of devotion, character, and professionalism.

During 2017, the Division of Capitol Police developed staffing plans for 33 major special events, 46 rallies on Capitol Square, and provided 16 Active Shooter Classes to seven hundred and eighty-five (785) state employees. As usual, our three K-9 teams provided an invaluable amount of proactive security services during 2017. The teams completed 1,118 utilizations, 881 proactive sweeps, 145 Division of Capitol Police and state agency request for services, and responded to 75 requests for service from non-division/state agencies. The teams also responded to 16 bomb threats. The Division also processed five thousand five hundred and forty-two (5,542) security clearances during 2017.

On behalf of the Division of Capitol Police, I would like to thank the members of the Legislative Support Commission for their unwavering support and guidance. Finally, I want to personally thank each employee of the Division for their loyalty, dedication, and tireless efforts while serving the citizens of the Commonwealth of Virginia.

COLONEL ANTHONY S. PIKE
CHIEF OF POLICE

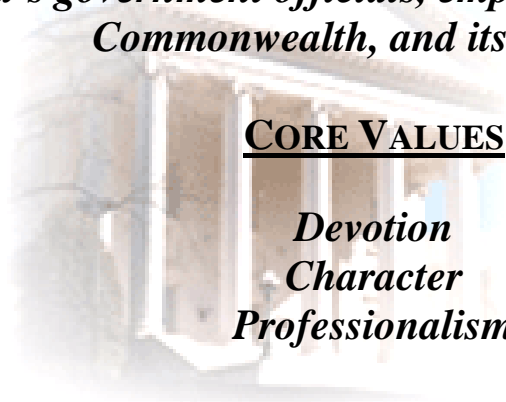


VISION STATEMENT

Leading the nation since 1618 in securing, protecting and serving the seat of government and its people.

MISSION STATEMENT

To provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth, and its visitors.



CORE VALUES

*Devotion
Character
Professionalism*

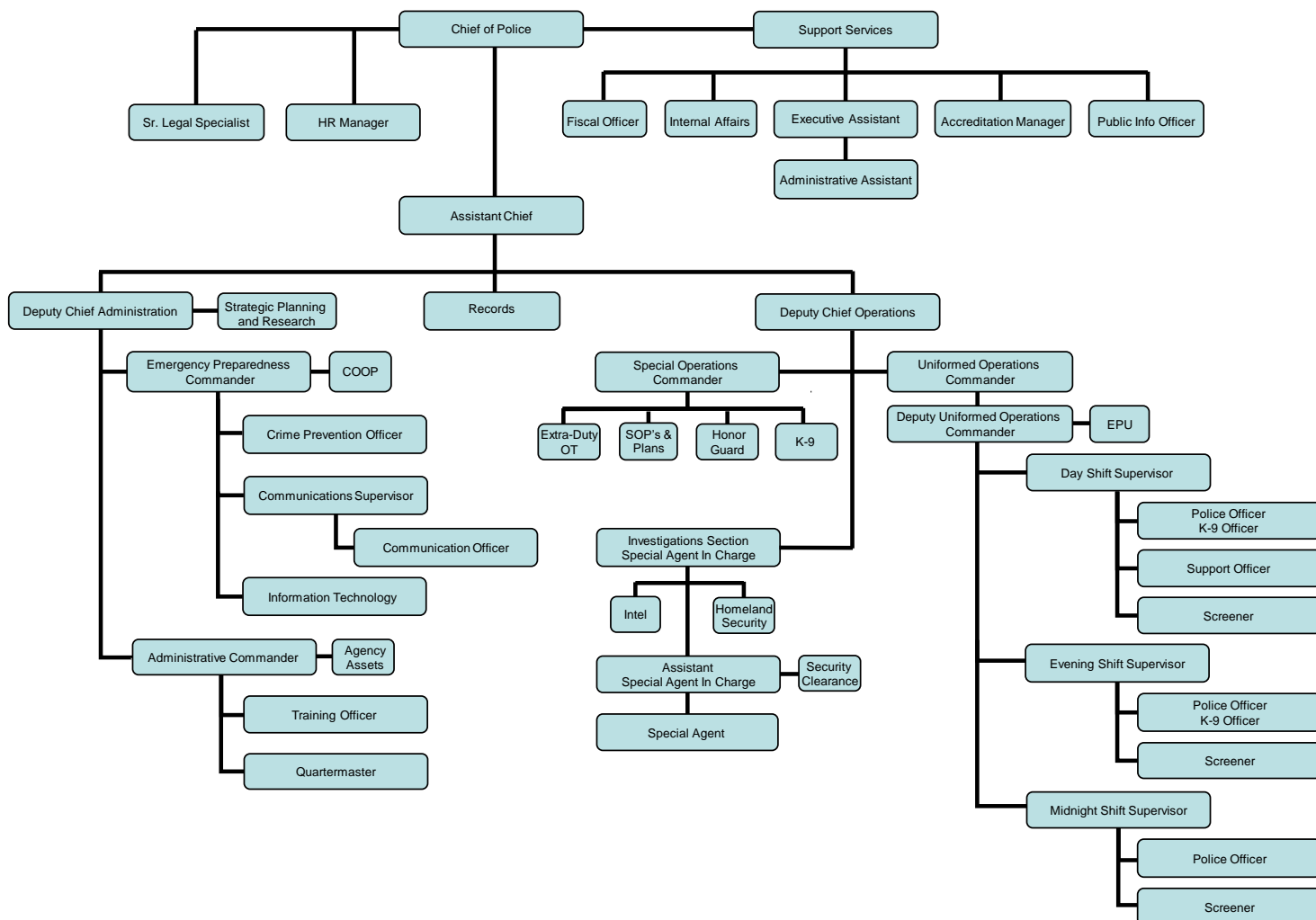
*The Duty to Protect
An Honor to Serve*



ORGANIZATIONAL CHART

Division of Capitol Police

December 1, 2017



ADMINISTRATION DIVISION

The mission of the Administration Division is to ensure that the Operations Division has the operational support, training, tools, and resources needed to provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth and its visitors.

The Administration Division is commanded by a Captain who reports directly to the Assistant Chief of Police, and is comprised of two sections: the Emergency Preparedness Section and the Administrative Section. The Emergency Preparedness Section includes Emergency Communications, Emergency Planning/Crime Prevention, the Virginia State Capitol Alert Network and the coordination of the Information Systems and Technology. The Administrative Section includes Training, Supply, and Agency Asset Management.

In addition to their established administrative responsibilities, Administrative Division personnel supplement Operations Division personnel during General Assembly sessions and other special events as required.

ADMINISTRATIVE SECTION

Quartermaster

The duties of the quartermaster include managing the warehouse to ensure efficient operations as it relates to receiving, stocking and distributing inventory for the Division. This position ensures proper quality controls are applied to inventory, ensures the inventory is secure, accurate and issued in accordance with State and Division Policy. The Quartermaster also maintains and updates databases in order to track inventory.

Training

The Training Unit coordinates, develops and/or delivers a wide range of training opportunities for sworn and civilian personnel for the Division to obtain the necessary knowledge, skills, and abilities to perform their duties in an acceptable and professional manner.



To achieve this, the Training Unit operates the Division's academy using its state-of-the-art training room, maintains a working liaison between the Division and the staff of the Department of Criminal Justice Services (DCJS), Crater Regional Criminal Justice Academy, Chesterfield County Police Academy and other training organizations, both public and private. The emphasis of this year's In-Service Training for all supervisors was in the subject of Essentials of Effective Supervision.

The Administrative Commander chairs the Division Safety Committee, which meets quarterly with the Human Resource Manager to review work-related illnesses and injuries that occurred during the previous quarter and discuss ways to manage risk and prevent future incidents. The committee also reviews Division safety-related policies and makes recommendations for updates, if needed. During 2017 there were 7 reported work-related injuries resulting in 21 missed workdays. Four of the injuries were training-related and three were related to operations. The Committee seeks to find ways to reduce work-related injuries by analyzing the causal factors and making recommendations on possible ways to reduce injuries in the future.

The Administrative Commander also chairs the Division Employee Recognition Committee, which meets monthly to review nominations and select the “Employee-of-the-Month.” Each “Employee-of-the-Month” is recognized on the Division’s website and at the Annual Awards Dinner, and is eligible for the “Employee-of-the-Year” award.

Accomplishments

- All sworn supervisors completed an on-line 40+ hour in-service training that included:
 - 2017 Legal Update
 - Line of Duty Death Benefits
 - Leadership
 - Motivation
 - Performance Appraisals
 - Planning
 - Hiring the Best Workers
 - Effective Communication
 - Cultural Diversity within the Hispanic, Asian and LGBT Communities
- Inventoried the agency supply/storage rooms and provided surplus items to the Department of General Services (DGS) surplus warehouse.
- Continue to provide proofs of compliance from the Administrative & Training Section for accreditation compliance.
- Provided basic law enforcement training to twelve new recruit officers and one new certified police officer, including orientation and training in Division policy, security screening, dignitary protection, and active shooter.
- Conducted Physical Agility testing for current officers and all prospective new hires.
- Conducted Bicycle Officer Assessment testing for all current and prospective bike officers.
- Four officers completed International Police Mountain Bike Association (IPMBA) patrol bike training at Chesterfield Police Department.
- All sworn officers completed annual training in Selected Acts of the General Assembly and Bloodborne pathogens.





- Conducted annual firearms qualifications with handgun and rifle, as well as low-light and plain clothes training, and qualifications for the bike and EPU units.
- Conducted extensive classroom training and range qualification training for the transition to the new issued duty weapon; the Sig Sauer P320.
- Conducted monthly open range days to allow officers to improve their shooting skills.
- Coordinated the following external training:

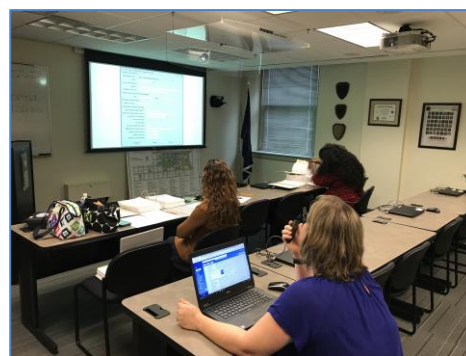


- Supervisory
 - FBI-LEEDA Supervisory, Command & Executive Leadership Institutes
 - FBI National Academy Annual National Training Conference (FBINAA)
 - FBI National Academy Annual State Training Conference
 - FBINAA First Line Supervisor Training
 - Administrative Officers Management Program Training Conference (AOMP)
 - 2017 Joint Terrorism Task Force Conference
 - 2017 National Legislative Services & Security Association Fall Training Conference (NLSSA)
 - 2017 APCO Annual Conference and Exposition
 - Virginia Risk Control Institute
 - Crime Scene Photography
 - 32nd Annual Mid-Atlantic Association of Women in Law Enforcement (MAAWLE) Conference
 - FBI-Law Enforcement Executive Development Association Annual Executive Training Conference (LEEDA)
 - VCIN Instructor Recertification
 - 51st Virginia State Annual Crime Clinic Training Seminar
 - All Hazards Type III Communications Unit Leader Training
 - Data Analytics Summit
- Police Officer
 - Crater Criminal Justice Academy (CCJA)
 - Rappahannock Regional Criminal Justice Academy (RRCJA).
 - Virginia Crime Prevention Association (VCPA).
 - Chesterfield County Police Department Training Academy
 - Adult Mental Health First Aid Training
 - Polaris Multi-Purpose Vehicle (MPV) Operator Training
 - Sig Sauer P320 Armorer





- Colt M4 Rifle Armorer
- Crime Prevention Officer Basic Training
- Evidence Collection Training
- K-9 Handler Course for new K-9 Officer
- Surveillance Detection Training
- Crime Scene Photography
- Community Engaged Policing
- Coordinated and/or conducted the following instructor certification/recertification:
 - REVIVE Instructor
 - Driver Instructor
 - Firearms Instructor
 - General Instructor
 - Defensive Tactics Instructor
 - Field Training Officer (FTO)
 - Virginia Criminal Information Network Instructor (VCIN)
 - Breath Operator
 - VCIN Operator:
 - Level A – 4
 - Level C – 17
- Coordinated requests from external agencies for Division instructors:
 - Firearms
 - Crater Criminal Justice Academy
 - Driver training
 - Crater Criminal Justice Academy
 - Richmond City Sheriff's Office
 - Surrounding Law Enforcement Agencies
- Coordinated and co-sponsored training with external training entities:
 - WatchGuard in-car camera system
 - QuartermasterOnQ



Work Plan

- Continue to expand the Division's bicycle program to include in-house International Police Mountain Bike Association (IPMBA) classes, bicycle maintenance training and annual fitness test.
- Work to reduce training-related injuries by 10 percent.
- Increase the number of certified Field Training Officers (FTO).

- Continue to create a training cadre of a selected group of Division DCJS general and specialty (driver, firearms, defensive tactics) instructors, as well as First Aid/CPR instructors.
- Continue to expand the Division's use of the Virginia Learning Center and other available online training.
- Continue to work toward improving the Division's inventory and supply tracking capabilities (QuartermasterOnQ).

EMERGENCY PREPAREDNESS SECTION

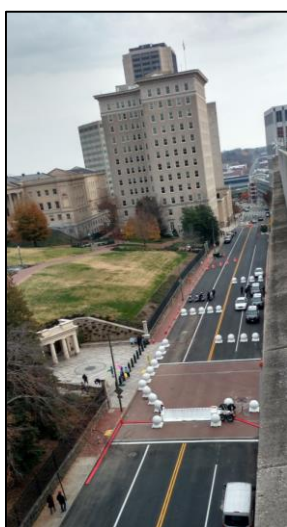
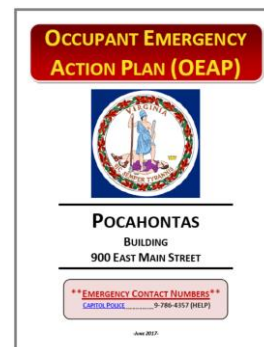
Accomplishments

▪ **Emergency Preparedness Commander**

The Emergency Preparedness Section registered the Division in the Statewide Tornado Drill that was held on March 21, 2017. Members of the section facilitated the shelter-in-place procedures that are recommended by FEMA and the Virginia Department of Emergency Management.



Members of the Emergency Preparedness Section worked with the Department of General Services (DGS) to transition state agencies to the Occupant Emergency Action Plan (OEAP). This is a comprehensive plan that combines building emergency evacuations for fire with plans for critical incidents, tornados, earthquakes and hazmat situations. The OEAP has traditionally been the model for Executive Branch agencies in DGS-owned facilities; however, over the course of the last two years it has been adopted by facilities for Judicial, Independent and Legislative Agencies. Staff also met with representatives from the Division of Consolidated Laboratory Services



to discuss the possible use of the OEAP model. There was also a concerted effort to evaluate facility evacuation destinations to determine whether they were susceptible to vehicle ramming attack, as has occurred around the world. The collaboration of multiple agencies to use the OEAP, or a modified version of it, helps to maintain continuity between facilities and assists the Capitol Police response to them.

The section also provided a series of security recommendations for the Virginia Supreme Court, the Virginia Court of Appeals, and for the closure of Bank Street. The closure of Bank Street was a concerted effort to create a Pedestrian Plaza between the newly renovated Pocahontas Building and the State Capitol. The Pocahontas Building is where the General Assembly members and their staff were relocated while the new General Assembly



Building at the corner of 9th & Broad Street is built. This Pedestrian Plaza provides protection of visitors, General Assembly members and state employees who travel between the Pocahontas Building and the Capitol Complex.

The Emergency Preparedness Commander served as a member on the newly created Information Technology Governing Committee (ITGC). The overall objective of the ITGC is to provide the executive level support necessary for effectively setting priorities that enable legislative agencies to balance their technology goals with available resources. This support includes providing strategic direction for major IT investment decisions such as software development, infrastructure updates, and platform migrations. Support will also be provided in the areas of IT security/risk management policy designed to keep our data assets safe.

The Emergency Preparedness Commander, along with several of the Division's FBI National Academy graduates, attended the FBINAA 53rd Annual National Training Conference & Exhibition in Washington, DC., July 30 – August 2, 2017. The Virginia and Maryland Chapters assisted the D.C. Chapter with planning, financial support and staffing of the conference.

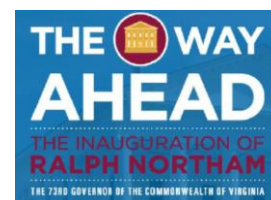


In 2016, the Division evaluated two outside web design vendors and one Legislative web designer to review and replace the Division's current website. After a series of interviews, it was ultimately determined that the Division would use the Legislative web designer. Over the course of 2017, the Emergency Preparedness Commander, the IT Coordinator and the Public Information Officer worked with members of the Division of Legislative Automated Systems to redesign a new website slated to go live in January 2018. This go-live date was designed to help kick-off the Division's 400th Anniversary.



To better assist the Division with its historical research leading up to the 400th Year Anniversary, the Chief of Police reached out to the history department at Virginia Commonwealth University (VCU) to discuss internships. VCU was happy to assist and a History Intern was selected. This internship was assigned to the Emergency Preparedness Commander to manage and facilitate. The Division worked with interns throughout the course of the year to research, locate and identify essential information. This information was used to create a history timeline on the Division's new website and some was ear-marked for use by the Division's public information officer for later use.

The Emergency Preparedness Commander was selected to serve as the Division's coordinator for the planning efforts for the Inauguration of the 73rd Governor of Virginia, his Excellency the Honorable Ralph Northam. The planning efforts for this event started in early April of 2017. Regular planning meetings were held throughout the year with the event climax in January of 2018. The decision was made early in the planning process to draft one comprehensive Incident Command System (ICS) - compliant Incident Action Plan. This plan would include local, state and federal partners



consisting of, but not limited to, Law Enforcement, Fire and Emergency Medical Services, Communications, contract security, state agencies and volunteers. In total, the Unified Command was positioned to track over 800 resources and facilitated an event set up to serve 10,000 + attendees.

■ Crime Prevention Section

The Crime Prevention Section and Crime Prevention Certified staff within the Division responded to multiple crime prevention requests for service. These requests consisted of a combination of crime prevention classes and presentations, as well as physical security assessments and safety and security recommendations.

The Crime Prevention Section worked with the Department of General Services to provide security recommendations for the Transition Office for the Governor-Elect, Lieutenant Governor-Elect and Attorney General-elect staff leading up to the 2018 Gubernatorial Inauguration.

Members of the Crime Prevention Section provided Crime Prevention presentations to the Virginia House of Delegates and Senate of Virginia employees, Legislative Aides and Pages. They also provided presentations for the Law Clerks for the Virginia Supreme Court and Virginia Court of Appeals. These presentations covered personal safety, basic crime prevention, handling of suspicious packages and suspicious/confrontational individuals.



The Crime Prevention Sergeant was assigned the task of coordinating the House of Delegates Appropriations Committee Regional Tour (Southside-Roanoke Valley, Central Virginia Regional Tour) and advance, which spanned from June 27th through the 29th. The Crime Prevention Sergeant also coordinated the House of Delegates Appropriations Committee Retreat and advance which spanned from November 14th through the 15th. The Crime Prevention Sergeant was also assigned the task of coordinating the Senate Finance Committee Retreat, which spanned from November 16th through the 17th.

The Crime Prevention Sergeant transitioned the Legislative staff in the Pocahontas Building to the Occupant Emergency Action Plan (OEAP).

DGS OEAP & DCP Response Facilities FIRE/EVACUATION DRILL SCHEDULE					
APRIL/MAY 2017					
• OEAP FACILITIES • NON OEAP FACILITIES • DCP SCHEDULED FACILITIES					
TIMES	MONDAY APRIL 24 th	TUESDAY APRIL 25 th	WEDNESDAY APRIL 26 th	THURSDAY APRIL 27 th	FRIDAY APRIL 28 th
9:00 AM					
10:00 AM	Old City Hall	Washington	Virginia State Memorial	Patrick Henry	
2:00 PM	Old City Hall	Jefferson		Madison	
TIMES	MONDAY MAY 1 st	TUESDAY MAY 2 nd	WEDNESDAY MAY 3 rd	THURSDAY MAY 4 th	FRIDAY MAY 5 th
8:00 AM				University of Virginia	
9:00 AM			SCC		Old Memorial Hospital
10:00 AM	Pocahontas	Main St. Centre		Perkins Center	Rockway House
11:00 AM			YES		

The Crime Prevention Section performed Physical Security Assessments for two of the Virginia Department of Taxation's facilities. The section also started an assessment for the Virginia Retirement System headquarters.

The Crime Prevention Sergeant actively worked with the DGS Emergency Manager to schedule spring and fall fire drills for both DGS and non-DGS facilities. These fire drills are essential for ensuring that state employees, contractors and visitors are familiar with facility emergency evacuation procedures, should an evacuation be necessary.

The Emergency Preparedness Commander and the Crime Prevention Sergeant attended the 52nd Annual Virginia State Crime Clinic Training Seminar. The training offered topics that included, *“Improving Perceptions and Police Image”*, *“What’s New in Electronic Security”*, *“Understanding Officer and Public Safety in the Digital Age”*, *“Fighting from Patrol Vehicles”* and *“Legal”* updates. This Crime Clinic provided in-service credits necessary maintain their Crime Prevention Specialist certifications.



The Crime Prevention Section organized the Division’s participation in the Great Southeast Shakeout, an event designed to educate and practice response to earthquakes. Response materials, alerts through the Virginia State Capitol Alert Network, and guidance were provided to members of the Division and the Capitol District.

■ Communications Section

The Communications Section celebrated National Public Safety Telecommunicators Week during the second full week of April. The telecommunications officers are truly the heartbeat of the Division and we appreciate their hard work and dedication. The Division also filled two vacant Communications Officer positions.

After being notified that the vendor for the Division’s current Computer Aided Dispatch System (CAD) had been sold, the Division decided to explore options for a new CAD System. After conducting research that involved multiple site visits to other agencies, the Division decided to purchase a new CAD System, Law Enforcement Records Management System (LERMS), and Mobile System from Tyler/New World via a cooperative contract. This process started in July 2017 and the Division is scheduled to go live with the new system in August of 2018.



The Communications Supervisor completed APCO’s Registered Public-Safety Leader (RPL) Program which is a comprehensive 12-month online program consisting of course work and service projects. The Communications Supervisor is now a Registered Public-Safety Leader (RPL) and was accepted into the APCO Institute National Registry of Public Safety Leaders, a formal and prestigious acknowledgement of excellence within the industry. The Communications Supervisor was recognized at the 2017 National APCO Conference in Denver, Colorado in August. The Communications Supervisor will continue to expand her knowledge and education, while meeting the requirements to maintain her certification.



Training and continuing education are very important to the Division and helps employees provide progressive law enforcement and security services to the Capitol District. The Communications Section will be receiving training via PowerPhone to work toward standardizing the Division's emergency operations.

- **Virginia State Capitol Alert Network**

The Virginia State Capitol Alert Network (VSCAN), purchased under a 2010 State Homeland Security Program Grant, was launched in 2011. This grant enabled the Division to expand the number of members receiving emergency notifications within and around the Capitol District. In 2013, enhancements to the current system were researched, which led to contracting with a new company to support VSCAN in 2014. Some of the new enhancements included mobile applications, polling features, and confirmation of receipt of emergency notifications. The Division went live with the new system on August 1, 2014. Enrollment in VSCAN has increased from approximately 6,400 to over 7,000 active participants. The Division continues to investigate additional methods VSCAN information can be disseminated, and continues to educate state employees and stakeholders in the Capitol District.

VSCAN System Summary	
Total Users	7090
Total Authorized Senders	14
Total Administrators	06
Alerts sent in 2017	54

The Division added a Desktop Notification component to the VSCAN messaging platform in 2016. This feature is facilitated through a partnership between the VSCAN vendor and Alertus. The desktop notification was rolled out to the Division's staff first for testing and then pushed out to Legislative Branch agencies. The Division has now included the Judicial Branch and is actively working with the Executive Branch to evaluate further expansion. The VSCAN Desktop Notification grabs the attention of computer users immediately with a full screen pop-up alert. When an emergency occurs and the Division sends a VSCAN message, a full-screen alert will appear on computers that have this software loaded. This pop-up message remains until the user acknowledges the message or the event has concluded.

Along with Desktop Notification the Division also added an additional piece to VSCAN - Community Engagement. Community Engagement allows individuals to text a keyword to 777-888; the mobile number will then be enrolled to receive any messages sent using that keyword. The Division used Community Engagement during the 2018 Inauguration of Governor Northam. We were able to reach 476 unique opt-ins with information using the keyword, "Governor2018". The Division is looking to leverage Community Engagement to keep visitors such as school groups that visit the Capitol daily during the school year safe and informed while they are on Capitol grounds.

■ Technology Achievements



The Emergency Preparedness Commander and the Division's Information Technology Coordinator attended the Governor's Data Analytics Summit on April 11, 2017 at The Boar's Head Inn in Charlottesville, VA. The summit featured a lineup of speakers and panelists who discussed how to unlock the value of data with the use of analytics to support an agency's mission, solve challenges, and answer questions.

The Division's website (www.dcp.virginia.gov) was maintained and improved throughout the year. Improvements and changes included:

- The news feed was regularly updated to reflect Employee of the Month honorees and other significant activities.
- The Crime Prevention page was updated as information changed.
- Information was added to the Resources page as it became available.

Computer hardware for security camera monitoring was regularly used by Administrative, Investigative and Patrol staff to enhance security and police patrolling for Capitol Square and other locations during special events.

A recommendation for the Division's computer refresh was submitted for consideration. This comprehensive refresh will systematically replace all Division-owned computers and upgrade them to Windows 10 and Microsoft Office 2016.



The IT Coordinator completed the Annual Computer Inventory. This inventory included all computer-related equipment owned and issued by the Division.



The Emergency Preparedness Commander and the IT Coordinator worked with members of the Legislative Branch to transition to one common Voice over Internet Protocol (VoIP) phone system. This new system brings all Legislative agencies onto the same platform and allows for better management of phone lines and features. This transition is saving the Division money and will allow direct management by Division staff. This transition also includes an Emergency Notification System (ENS) that allows the Division to have a greater level of detail when emergency calls are placed from phones on this system.



The Division continued to use the leased Xerox color copier with enhanced scanning and document management abilities, to facilitate electronic documents and to further reduce the number of standalone printers.

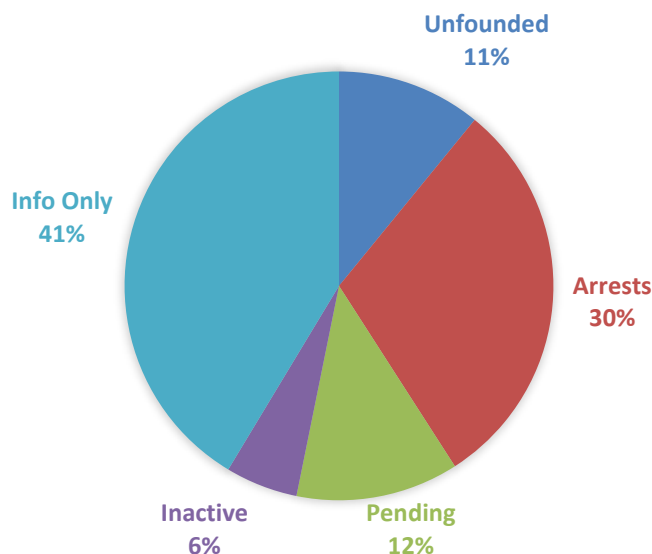
The Division continues to use CrimeReports.com to provide its stakeholders and visitors with crime-mapping capabilities. This system provides up-to-date, accurate, and agency-controlled information that is advertisement and spam-free. Citizens have free access via the Division's website and can sign up for email alerts based upon defined crime types.

Work Plan

- Complete a Career Development Program for Communications Officers and their supervisor.
- Create and implement a standardized training program for the Communications Officers to enhance their skills and knowledge through in-service training.
- Evaluate computer inventory and make comprehensive recommendations for replacement and upgrades. Continue systematic replacement of systems and continue to evaluate cutting edge technology.
- Continue to work on IT Certifications for IT Staff as time and budget allows.
- Continue working to enhance membership within the VSCAN system and notification methods.
- Provide training on Office 2016 as the office productivity suite and Windows 10 as the client computer operating system.

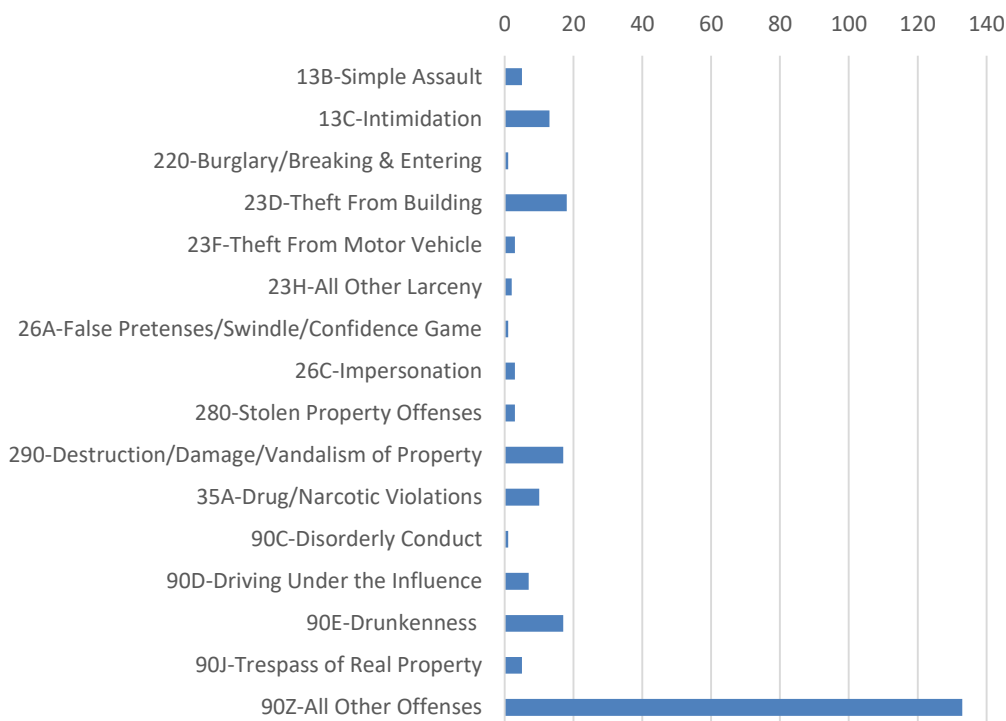
STATISTICS

STATUS OF ALL OFFENSES





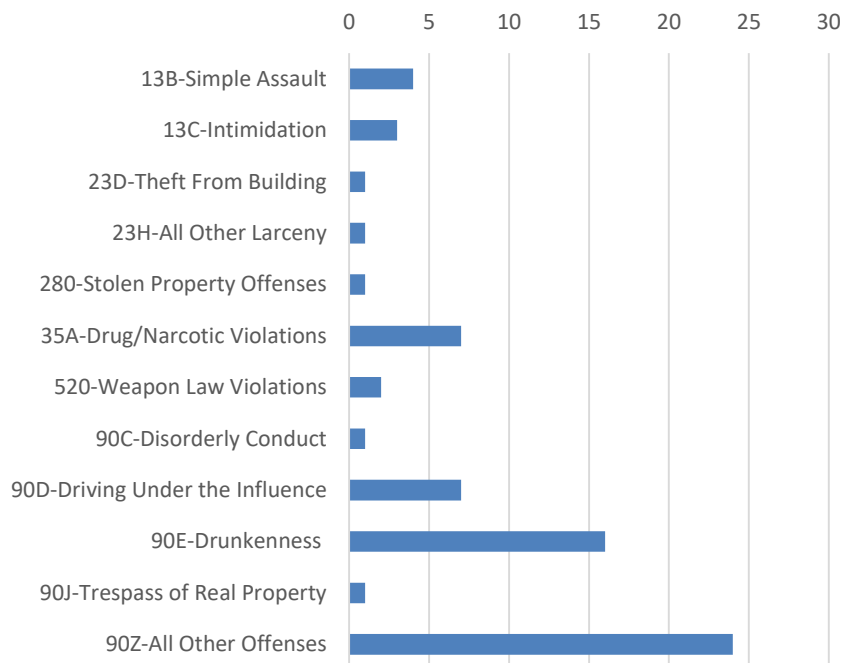
Offense Summary



Offense	Total
13B-Simple Assault	05
13C-Intimidation	13
220-Burglary/Breaking & Entering	01
23D-Theft From Building	18
23F-Theft From Motor Vehicle	03
23H-All Other Larceny	02
26A-False Pretenses/Swindle/Confidence Game	01
26C-Impersonation	03
280-Stolen Property Offenses	03
290-Destruction/Damage/Vandalism of Property	17
35A-Drug/Narcotic Violations	10
90C-Disorderly Conduct	01
90D-Driving Under the Influence	07
90E-Drunkenness	17
90J-Trespass of Real Property	05
90Z-All Other Offenses	133
TOTAL OFFENSES:	239



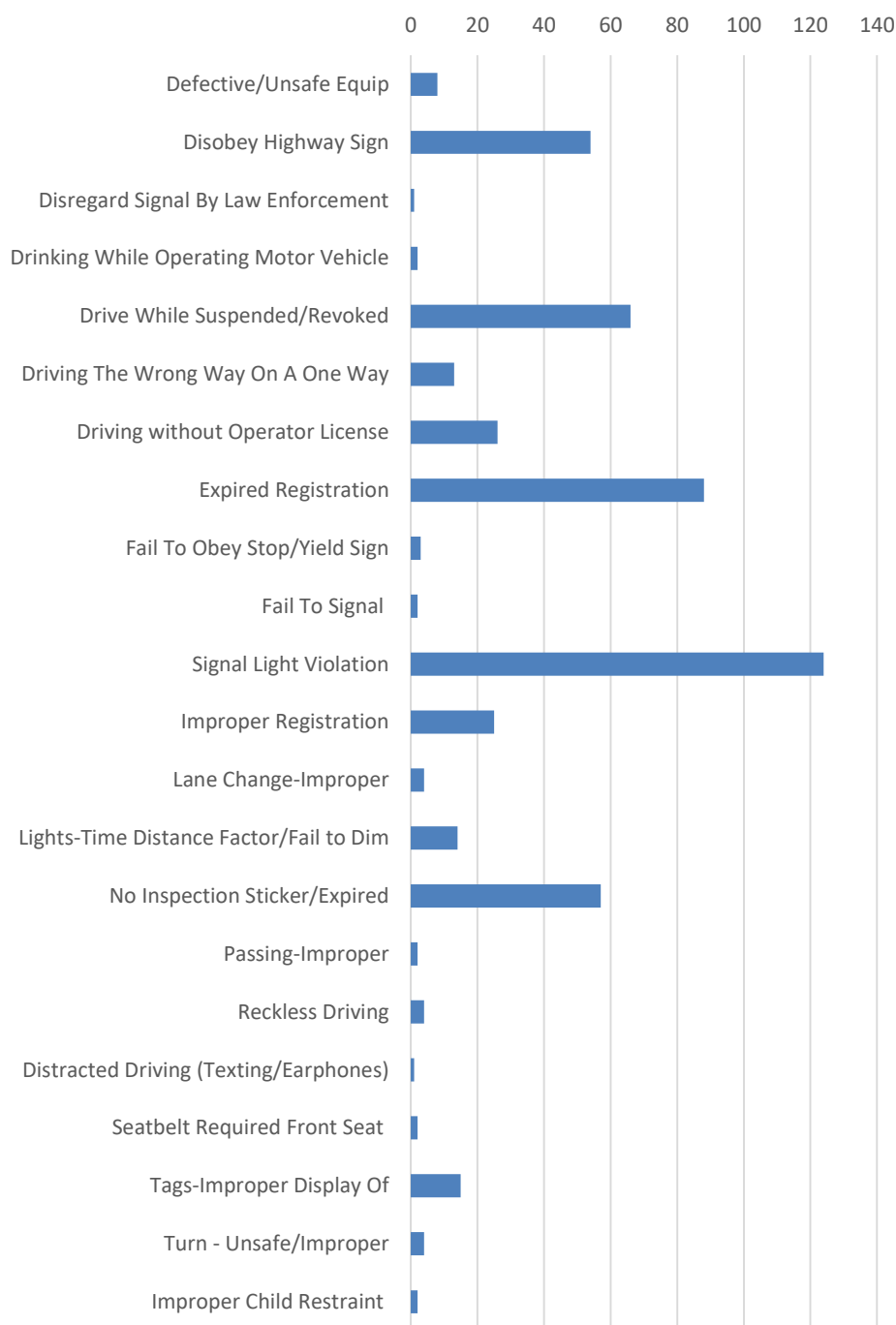
Arrest Summary



Offense	Total
13B-Simple Assault	04
13C-Intimidation	03
23D-Theft From Building	01
23H-All Other Larceny	01
280-Stolen Property Offense	01
35A-Drug/Narcotic Violations	07
520-Weapons Law Violations	02
90C-Disorderly Conduct	01
90D-Driving Under the Influence	07
90E-Drunkenness	16
90J-Trespass of Real Property	01
90Z-All Other Offenses	24
TOTAL ARRESTS:	68



Summons Summary





Offense	Total
Defective/Unsafe Equip	08
Disobey Highway Sign	54
Disregard Signal By Law Enforcement	01
Drinking While Operating Motor Vehicle	02
Drive While Suspended/Revoked	66
Driving The Wrong Way On A One Way	13
Driving without Operator License	26
Expired Registration	88
Fail To Obey Stop/Yield Sign	03
Fail To Signal	02
Signal Light Violation	124
Improper Registration	25
Lane Change-Improper	04
Lights-Time Distance Factor/Fail to Dim	14
No Inspection Sticker/Expired	57
Passing-Improper	02
Reckless Driving	04
Distracted Driving (Texting/Earphones)	01
Seatbelt Required Front Seat	02
Tags-Improper Display Of	15
Turn - Unsafe/Improper	04
Improper Child Restraint	02
TOTAL SUMMONS:	517



CALL SUMMARY

Call-for-Service	Total
1st Service Request	272
Alarm	85
Alarm, Duress	42
Alarm, Fire	52
Alarm, Glass	42
Alarm, Intrusion	96
Animal Control	03
Assault	01
Assist Other Jurisdiction	288
Building / Property Checks	34,955
Burglary	02
Citizen Contact	441
Computer Offense	01
Courtroom Security Sweep	109
Crime Prevention Service	24
Criminal Warrant, Service	13
Damaged Property, Personal	04
Damaged Property, State	25
Disabled Vehicle	107
Disorderly Conduct	15
Domestic	05
Driving Under the Influence (DUI)	07
Drug Offense	00
Drunk in Public	22
Embezzlement	00
Executive Protection	04
Forgery	00
Fraud	02
Harassing Communications	16
Health / Safety Check	96
Intelligence	33



K-9 Service (Non-DCP)	51
K-9 Service DCP	981
Larceny (Grand, Petit)	26
Lost / Found Property	22
Medical	62
Missing Person	02
Open / Unlock Door	150
Parking Complaint	266
Rally / Protest	62
Security Management Request	120
Sexual Offenses	01
Silent 911	53
Stolen Vehicle	01
Suspicious Incident	17
Suspicious Package	20
Suspicious Person	39
Suspicious Substance	01
Suspicious Vehicle	28
Threatening Communications	28
Traffic Stop	1183
Trespass	83
Unattended Vehicle	43
Urinating in Public	05
Vehicle Accident, Hit and Run	05
Vehicle Accident, Personal	88
Vehicle Accident, State	26
TOTAL CALLS FOR SERVICE:	40,125

OPERATIONS DIVISION

The mission of the Operations Division is to provide progressive law enforcement and security services to Virginia's government officials, employees, citizens of the Commonwealth and its visitors. This is accomplished by providing twenty-four-hour full-service law enforcement and security services to the Governor of Virginia and his family, Lieutenant Governor, Attorney General, members of the Virginia General Assembly, Virginia Supreme Court Justices, Court of Appeals Judges, approximately 7,000 state employees, over 100,000 annual visitors to the Capitol Complex, and numerous special events. These services are delivered through a combination of vehicle patrol, bicycle patrol, foot patrol, static posts, traffic enforcement, traffic crash investigations, criminal investigations, executive protection, K-9 patrols, parking enforcement, and crowd management for various events.



The Operations Division is commanded by the Deputy Chief of Operations, a Captain who reports directly to the Assistant Chief of Police. The Operations Division is comprised of three sections: Uniformed Operations, Special Operations and Investigations Section.

The Operations Division participated in several high-profile events in 2017 including: 2017 General Assembly Session, Indivisible Richmond Protest, International Worker's Rally, CSA II Protests, March on Monument Protests, Richmond Struggle Protest, and the Annual Native Virginian's Tax Tribute.

Uniformed Operations Section

The Uniformed Operations Section is commanded by the Uniformed Operations Commander and Deputy Uniformed Operations Commander and is comprised of three shifts: Day Shift, Evening Shift and Midnight Shift. Each shift is supervised by Sergeants. The shifts include a combination of police officers, support officers, and security screeners.



Accomplishments

- Developed and implemented eleven (11) special projects.
 - Developed an Annual Report
 - Completed the 2017 General Assembly After-Action Report.
 - Staffed and implemented the new pedestrian plaza on Bank Street.

- Conducted special pedestrian safety assignments at the intersections of 12th and Bank Streets, 10th and Bank Streets, and 9th and Franklin Streets.
 - Assisted in the annual fire evacuation drills for assigned properties.
 - Participated in the Annual Tornado Drill and the “Great Southeast Shake Out” earthquake drill.
 - Provided protective services for the 2017 Budget Hearings in Loudoun County, City of Virginia Beach, City of Richmond., and Radford, Va.
 - Replaced patrol vehicles with larger SUV-style vehicles.
 - Completed the year-end inventory.
 - Developed plans for pedestrian and member traffic flows into the State Capitol for the 2017 General Assembly Session.
 - Conducted sixteen (16) Civilian Active Shooter Classes to seven hundred and eighty-five (785) state employees.
-
- Assisted the Special Operations Lieutenant with developing and implementing operations plans for thirty-three (33) major special events.
 - Provided law enforcement services through staffing/monitoring of forty-six (46) rallies/events on Capitol Square and five (5) staffing plans.
 - Provided staffing for six (6) after-hour events in the State Capitol.
 - Conducted the Taser CEW Annual Recertification.
 - Collected required proofs of compliance for accreditation
 - Field-trained nine (9) new officers and three (3) certified officers.
 - Completed nine (9) Administrative Investigations.
 - Completed two (2) vehicle pursuit investigations.
 - Completed five (5) Division vehicle damage reports.



- Completed three (3) Use of Force investigations.

Work Plan

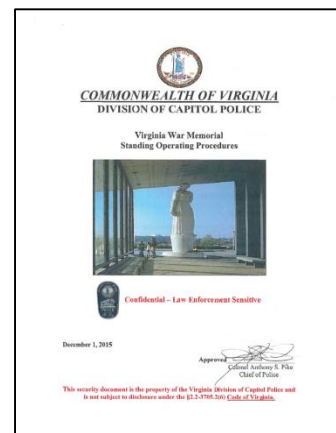
- Develop, implement, and train officers on the new CAD, Mobile, and records system.
- Develop and implement a Career Development Program for supervisors.
- Modify current Career Development Program for officers to better serve the Division.
- Increase selective patrols for pedestrian safety.

SPECIAL OPERATIONS SECTION

The Special Operations Commander is responsible for administrative oversight, coordination and supervision of the Honor Guard Team, Canine Teams, as well as the development, review and revision of all Standing Operating Procedures for Division-assigned facilities.

Accomplishments

- Performed thirty-six (36) K-9 kennel and vehicle inspections.
- Performed four (4) K-9 training aid and day box inspections.
- Projects Completed:
 - Developed an Annual Report
 - Vehicle Equipment Inventory
 - Honor Guard Equipment Inventory
- Reports/Special Plans/Manuals Completed:
 - Revised the Supreme Court of Virginia Standing Operating Procedures
 - Developed Transitional Office Standing Operating Procedure
 - Developed Pocahontas Building Standing Operating Procedure
 - Developed Virginia Housing Development Standing Operating Procedure
 - Developed the 2017 General Assembly Operations Plan
 - Collected required proofs of compliance for accreditation
- Operations and Staffing Plans
 - Developed thirty-two (32) Operations plans and three (3) staffing plans



Work Plan

- Assign a supervisor/EMT to coordinate EMT training, maintain EMT certifications, and oversee DCP EMT program.
- Division to pursue adding a mounted unit.
- Division to purchase software to coordinate shift scheduling.

- Division to pursue adding throw-over ballistic vests with rifle plates for all Division's vehicles.

Honor Guard

The Honor Guard is comprised of officers whose goal is to present a positive, professional and formal ceremonial image of the Division during special events. These events may include, but are not limited to: parades, law enforcement graduations, opening ceremony for the Virginia General Assembly, posting or presenting colors at formal ceremonies, and representing the Division at funerals of dignitaries or public safety professionals killed in the line of duty.



Accomplishments

- In 2017 the Division of Capitol Police Honor Guard participated in eight (8) Honor Guard events:
 - Opening Session of the Virginia House of Delegates
 - Fallen Officers, Fire and EMS Memorial Service
 - Landmark Baptist Church Annual Conference
 - Former House Speaker Putney's Funeral and Graveside Service
 - Former House Speaker Putney's Lie-in-State Service
 - Trooper Berke Bates' Funeral Service
 - Trooper Lieutenant Jay Cullen's Funeral Service
 - Trooper Mike Walter's Funeral Service



Canine Teams

The Division's canine teams respond to Capitol Police calls for service, as well as calls for service from other agencies in central Virginia. In 2017, the Division's Explosive Detection K-9 Teams consisted of three canines and three canine handlers.

Officer Alexander and K-9 Atos are currently assigned as an explosive/weapon detection team. K-9 Atos is a nine-year-old Brindle German Shepherd from Marburg, Germany. Atos has served with the Division since July, 2011. He is currently certified by the Virginia Police Work Dog Association. Atos serves the Commonwealth by performing the following detection services: Counter-Terrorism prevention, Bomb Threat Response, pro-active security sweeps, evidence searches, demonstrations, and assisting law enforcement agencies in the Metro-Richmond area. During 2017, Atos completed 342 K-9 utilizations. Atos performed 301 pro-active sweeps, 20 Virginia Division of Capitol Police and/or other state agency request for services, 21 outside agency request for services, 5 bomb threats and 2 K-9 demonstrations.



Officer Sean Chaulklin and K-9 Gunner are currently assigned as an explosive/weapon detection team for the Division. K-9 Gunner is a six-year-old Belgian Malinois. Gunner began his career with the Division in April 2013. He is currently certified by the Virginia Police Work Dog Association. Gunner serves the Commonwealth by performing the following detection services: Counter-Terrorism prevention, Bomb Threat Response, pro-active security sweeps, evidence searches, demonstrations, and assisting law enforcement agencies in the Metro-Richmond area. Gunner's utilizations for 2017 include a total of 422 K-9 utilizations. Gunner performed 285 pro-active sweeps, 92 Virginia Division of Capitol Police and/or other state agency request for services, 33 requests from outside police agencies, 8 bomb threats and 5 K-9 demonstrations.



Officer William Hawkins and K-9 Lucy are currently assigned as an explosive/weapon detection team with the Division. Lucy is a five-year-old chocolate Labrador Retriever. Lucy was donated to the Division by the K9s4Cops foundation and was trained by AMK9 in Anniston, Alabama. Lucy is currently certified by the Virginia Police Work Dog Association and has served with the Division since June 2015. Lucy serves the Commonwealth by performing the following detection services: Counter-Terrorism prevention, Bomb Threat Response, pro-active security sweeps, evidence searches, demonstrations, and assisting law enforcement agencies in the Metro-Richmond area. Lucy's K-9 activities for 2017 include a total of 354 utilizations. Lucy completed 295 proactive sweeps, 33 Division of Capitol Police and/or other state agency requests for K-9 service, 21 requests from outside police agencies, 3 bomb threats and 2 K-9 demonstrations.



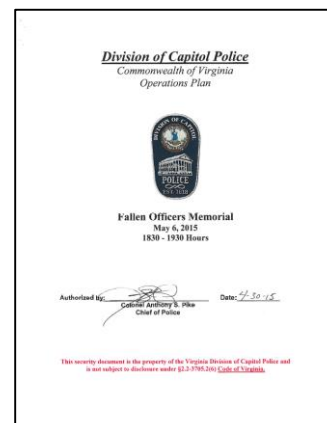


Accomplishments

- Completed 1118 utilizations
- Conducted 881 proactive sweeps
- Conducted 145 DCP and State Agency Request for Services
- Responded to 75 requests for service from non-Division/State Agencies
- Responded to 16 bomb threats
- Conducted 9 K-9 Demonstrations

K-9 Demonstrations

- Newly elected members of the General Assembly and staff
- Boy Scouts of America
- Virginia War Memorial K-9 Event
- Area Ruritan Club
- State Agencies



Significant Utilizations for 2017

Significant utilizations for 2017: responded to several Richmond-Area bomb threats, conducted sweeps for VIP visits, Native Virginians Tax Tribute at the Governor's Mansion, Public Safety Memorial Ceremony, annual Holiday Illumination at the James Center, Virginia Capitol Tree Lighting, Lobby Day, Monument 10-K race, Dominion River Rock Festival, State of the Commonwealth Address, Supreme Court Investitures, Greater Richmond Convention Center events, RIR NASCAR Race, Richmond Marathon, Virginia War Memorial-Pearl Harbor Day, Richmond Folk Festival, State Corporation Commission of Virginia, State Board of Elections, special events at the Richmond Coliseum, Veteran's Day Ceremony at the Virginia War Memorial, numerous rallies at Capitol Square, assisted local jurisdictions with weapon searches at metro-Richmond area schools, special events and court hearings at the Supreme Court of Virginia, Hanover Tomato Festival, sweeps at the Siegel Center for area high school graduations and the Richmond Folk Festival.

INVESTIGATIONS SECTION

Investigations

The Investigations Section conducts criminal investigations and/or coordinates criminal investigations with patrol units assigned to each shift and provides intelligence to the agency regarding threats, protests, suspicious individuals, and suspicious incidents. The Investigations Section works collaboratively with federal, state, and local law enforcement agencies, and with security companies in and around the Capitol District. During 2017, the Special Agent in-Charge (lieutenant) position was filled. The Investigations Section also includes 1 Assistant Special Agent in-charge (Sergeant) and 2 Special Agents.



Homeland Security

The Homeland Security component of the Investigations Section collects, analyzes, coordinates and disseminates Homeland Security and intelligence information; coordinates and communicates with the Virginia State Police Fusion Center on all matters of intelligence and/or threats; coordinates threat assessments for major events, meets regularly with area intelligence officials in order to gather and share information; maintains contact with other law enforcement agencies, courts, Commonwealth Attorneys and other cooperating agencies in Homeland Security and threat Assessment matters.

Security Clearances

The Security Clearance Coordinator reviews applications for security clearance approval to ensure compliance with established criteria, federal and state law, and serves as the Division's liaison with the Virginia Department of General Services (DGS) for the issuance of credentials for approved applicants. The Security Clearance Coordinator also prepares all security clearance denial appeals for review by the Chief of Police. During 2017, 5,542 security clearances were processed: 4,966 were approved, 419 were denied, 105 were incomplete, 14 were appealed, 52 applicants were wanted and 1 was expunged.

Accomplishments

Criminal Cases Closed by Arrest (F = Felony, M = Misdemeanor):

▪ 2017-013008	Department of Labor	Threat	1(M)
▪ 2017-014829	Department of Labor	Threat	1(F)
▪ 2015-019965	Department of Labor	Computer Harassment	1(M)
▪ 2017-001867	Central Garage	Assault and battery	1(M)
▪ 2017-028569	Worker's Compensation	Threat by Phone	1(M)

Criminal Cases Closed by Arrest: (F = Felony, M = Misdemeanor)

- 1 Felony Warrant
- 4 Misdemeanor Warrants

Investigation Case Disposition:

- 5 Cases Closed by Arrest
- 0 Cases investigated and labeled Inactive
- 12 Cases investigated and labeled Unfounded
- 24 Cases investigated and Closed by Exception
- 16 Active cases remaining from 2017
- 2 Cases Active from 2014
- 1 Case Active from 1991





Criminal Warrants

- The Investigations Section ended the year with three (3) Felony Warrants and seven (7) Misdemeanor Warrants on file.

Search Warrants & Subpoenas

- The Investigations Section obtained and served six (6) letters of preservation, two (2) subpoena duces tecum, (7) Grand Jury Subpoenas and seven (7) Search Warrants.

Evidence/Found Property

- Maintain evidence, found property and property for safe keeping.
- Found Property in the amount of \$5.50 cash, was delivered to the Division of Unclaimed Property at the Virginia Department of Treasury.
- Per Code of Virginia and Division Policy, 22 pieces of evidence were removed from the evidence room and either returned to owner, destroyed or placed to file.
- The annual evidence and property room audit was conducted. All items held by the Division was properly stored and inventoried.

Special Assignments

- FBI Cyber Task Force
- Special plain clothes assignments to include protests and rallies.
- Assist with Executive Protection assignments
- Capitol Security Work Group, which includes representatives of the Division, DGS and Contract Security, which meets quarterly to assess crime, security issues and to share information within the Capitol District.
- Track Crime in the Capitol District using a crime analysis map maintained by the section.

Fingerprinting

- Processed 180 Fingerprints for employees of state agencies.

Crime Stoppers

- The Investigations Section participates in the Crime Stoppers of Metro Richmond in order to disseminate information to assist in the investigation of criminal activity. The Investigations Section also coordinated with the Planning and Research Section for publication of information on the Division's web page.



Accreditation

- The Investigations Section assists the Accreditation Section in the gathering of proofs of compliance for evidence, property, policies and records.

Records

- Assisted the record's manager with the collection and tracking of reports.

Background Investigations

- The Investigations Section conducted Twenty-six (26) background investigations for Division of Capitol Police Applicants.
- The Investigations Section Senior Special Agent also coordinated and conducted four (4) Work Performance Ability Course tests for applicants.

Section Training

- Countermeasures- Counter surveillance training
- Social Media Investigation
- The Investigations Section completed all agency required training.

Work Plan

- Add a permanent 3rd Special Agent along with the intern to the section under the Assistant Special Agent in-charge Training on new technology to assist investigators with cases (surveillance, cyber, interview).
- Train a 2nd Security Screener to assist the Security Clearance Coordinator during his absence or when the demands for clearances are high.

OFFICE OF THE CHIEF OF POLICE

Financial Services

The Financial Services Section is staffed by one wage employee. The goals and objectives of this section is to create an annual operating plan by allocating appropriations to the expenditure object codes based on analysis of both historical and future spending requirements as well as discussion and input received from members of the executive staff. Once the operating plan is approved the section must review, in a timely manner, the agency's financial transactions posted in CARDINAL, the Commonwealth's accounting system to assure the amounts are accurate, posted to the proper object codes and have adequate properly approved documentation in support of the transaction.

Missing documentation is obtained as well as further descriptive information, if needed. Reports are obtained from the Department of Account's (DOA) system known as "Cardinal". The detail reports in this group are reconciled to the summary reports to ensure accuracy. The details of each transaction is then posted to the agency's internal system. The monthly and YTD transactions per the internal system are then reconciled back to CARDINAL to ensure both are in agreement. The internal system is developed using Excel spreadsheets that consist of detailed object code ledger sheets that automatically calculate year-to-date expenditures as well as fund



balance for each object code. This information is automatically carried forward to a report showing the data in summary format. The section also maintains files containing the necessary documentation in support of these transactions as part of the financial requirements for accreditation. The section performs periodic expenditure projections to ensure adequate funding exists to meet agency needs and that over-expenditure for the agency will not occur. The preparation of transactions using DPB's Performance Budgeting (PB) system is also a responsibility of this section. This includes the entry for the initial operating plan as well as adjustments for central account distributions, receipt of grant funds, etc. The reconciliation of all initial appropriations and allotments, as well as subsequent changes for use in funding agency expenses, is performed by this position. Additionally, this section evaluates and recommends the need for written policies and procedures, and either creates or revises existing procedures, as appropriate, to provide accountability for all financial activity and to support an adequate internal control environment. This task also includes the analysis of the procurement and invoice process in order to ensure that timely, accurate and efficient procedures are in place to allow for sound decision making.

Records Management

The Records Management Section is staffed by a wage employee. The goals and objectives of this position are to: coordinate and respond to Freedom of Information Act requests, manage criminal, non-criminal, juvenile records, vehicle and accident reports, visitor logs and manage the Division's compliance with the Library of Virginia's Records Retention policies.

Accomplishments

Freedom of Information Act (FOIA)

In 2009, records for this project were automated and organized by calendar year. This process continues. Automated files include: 1) a master spreadsheet, 2) individual responses to FOIA requests, and 3) the DCP Request Form DCP-087, which provides a comprehensive history of each request – date request was received, method of receipt, received by whom, contact information, etc., as well as the response. For calendar year 2017, the Division received 43 FOIA requests. Of the 43 requests, 33 were for non-criminal records and 10 were for criminal records.

The retention period for FOIA records is three (3) years, after which time they can be destroyed. This schedule retention and disposition is consistent with the Archives Division of the Library of Virginia (LVA). For records that are over three (3) years old, a Certificate of Destruction form (RM-3) is completed and forwarded to the LVA. Copies of RM-3s are retained by the Division's Records Officer. During 2014 the Library of Virginia initiated a review of the retention schedules with the goal of creating a schedule for State Criminal Justice Academies similar to the GS-29 schedule for local academies. The Division's Records Officer participated in the review committee for this project which was adopted and implemented in 2015.



Records

Spreadsheets for the 2008-2017 Group A (75-year retention), Group B (25-year retention), and Non-Serious (5-year retention) records are prepared and automated with access restricted to Division supervisors. These spreadsheets are updated weekly. Each spreadsheet reflects the Call for Service (CFS) number, date of incident, event description, officer, victim, complainant, case status, e.g., Inactive, Closed by Arrest, Unfounded, Exceptional Clearance or Information Only, and date of last action taken. Additionally, the Division has implemented a master reports spreadsheet that includes reports received and under review for each shift. This spreadsheet is updated with access by Division supervisors as well as the Records Officer.

The incident reports for the 2008-2017 Group A, Group B, and Non-Serious records are filed by month/year and are maintained by the Records Officer. The juvenile reports are retained separately and destroyed pursuant to the Code of Virginia, which is 23 years after the individual's birth date. All files are classified and retained based on the month of last action taken using retention schedules approved by the Library of Virginia. All of the records are removed and destroyed with documentation after that time period has been completed.

Records Maintenance

The Division's records are retained at Capitol Police headquarters—Bank Street location. The records room houses records that are primarily inactive or closed. The Records Officer purges records on a regular basis based on the LVA retention schedule. This process involves organizing the records that are retained for 75 years (Group A's), 25 years (Group B's), and 5 years (Non-Serious). To date, Group B reports prior to 1990 have been purged.

The Records Officer is assisting staff to ensure the necessary forms are completed and destruction of records is performed pursuant to guidelines established by the Library of Virginia (LVA). Additionally, the Division staff continues to organize records in acid-free boxes that are no longer useful, identifying the series name and retention period on the box, and transferring these records to the records room for retention for storage until they can be destroyed.

Records Retention Schedule

The records retention schedule identifies the shelf life of an agency's records. Specific records can be retained permanently, transferred to the LVA, or disposed. For example, FOIA records have a shelf life of three (3) years, after which time they can be destroyed, while Management Reports of historical significance are retained permanently by the agency.

Work Plan

While records need to be accessible when needed, as with most agencies, the space available is limited. With the anticipated implementation in 2018 of a new CAD system, which includes a Law Enforcement Records Management System, the need for additional space may be reduced. The new system will provide enhanced tracking and availability to needed records.

Human Resource Management

Human Resource Management is comprised of one full-time employee who reports directly to the Chief of Police. The Human Resources Manager is responsible for the following programs: recruitment and selection of employees, performance management, employee relations, workforce personnel data management, compensation, rewards, and benefits management, and training and development of employees.

Accomplishments

- Recruitment
 - **Police Officer/Certified (Open Until Filled)**
– received 22 applications (May 2017)
 - Emailed 22 online employment questionnaires (PHQ) to applicants
 - Interviewed 7 applicants – 7/12/17
 - Hire 2 certified applicants
 - **Police Officer -** received 70 applications (April 2017)
 - Emailed 70 online employment questionnaires (PHQ) to applicants
 - Physical Agility Test 6/21/17 -- Tested 24 (2 certified)
 - Written Test 6/21/17 -- Tested 20
 - Interviewed 7 applicants – 7/13/17
 - Sent 11 applicants to background
 - Hired 3 applicants 9/25/17: Fall 2017 Basic Academy
 - Hired 1 certified applicant
 - **Police Officer - Certified (Open Until Filled)** – received 16 applications (August 2017)
 - Emailed 16 online employment questionnaires (PHQ) to applicants
 - Physical Agility Test 11/9/17
 - Interviewed 2 applicants – 12/17/17
 - Hired 1 certified applicant
 - **Police Officer (Open Until Filled)** – received 122 applications (November 2017)
 - Emailed 122 online employment questionnaires (PHQ) to applicants
- Employee Recognition and Awards
 - Coordinated Service Awards for years of State service (5-30 years)
 - Developed certificates for “Employee of the Month”
 - “Employee of the Year” announced and plaque awarded
 - Years of Service Plaque awarded to new Retirees
 - Coordinated Annual Employee Awards & Recognition Dinner (Hanover Tavern)





- Career Development Program
 - Two new Police Officer II participants added to program
- Promotional Process
 - Ordered promotional certificates (1) Lieutenant
- Administrative Investigations
 - Set-up and maintenance of administrative folders

Internal Affairs

The Internal Affairs Section consists of one wage employee who is responsible for investigating the most serious of employee misconduct allegations, or other investigations as assigned by the Chief of Police. Less serious allegations of employee misconduct are investigated by the employee's immediate supervisor. All allegations of employee misconduct are investigated. Eleven cases were initiated and cleared during 2017. Three were initiated internally and eight were initiated externally.

Accreditation

Accreditation is the process whereby agencies evaluate policy and procedures against established criteria, and have compliance with that criteria verified by an independent and authoritative body. The criteria, or standards, are policy development guidelines that represent a level of quality service. The Virginia Law Enforcement Professional Standards Commission (VLEPSC) is comprised of the Virginia Sheriff's Association, the Virginia Association of Chiefs of Police (VACP) and the Virginia Department of Criminal Justice Service (DCJS). The Commission establishes professional standards and administers the accreditation process by which Virginia agencies can be systematically measured, evaluated, and updated.

Accomplishments

- Ensured the Division met all 190 accreditation standards, with a total of 747 areas of compliance as required by VLEPSC.
- Conducted policy review during to ensure compliance with policies and procedures.
- Continued to maintain a continuous process to review all policies and create new policies as needed.
- Participated in mock assessments.
- Assisted the Investigations Section with several criminal cases.
- Assisted Victims and Witnesses through the process of criminal cases.
- Served as President of VALEAC.
- Conducted accreditation and sexual assault training for all new personnel.
- Served on the interview panel for new employees.
- Served on the Board of Advisory Team for Virginia Law Enforcement Accreditation Coalition.

- A mock assessment was conducted at the completion of term four to ensure compliance of all standards.

Work Plan

- Continue to develop and improve policies and procedures.
- Train and plan for the on-site assessment in 2018.

Strategic Planning

Background

During the Spring and Summer of 2010 the Division of Capitol Police underwent a strategic planning process with the assistance of a private consultant. The Direction Setting Team (DST), which was comprised by the Chief, Assistant Chief, Administrative Captain, Operations Captain, the Human Resource Manager and the Plan Coordinator, developed five strategic goals defined by a total of 33 strategic initiatives. Goal Champions, whose task it was to promote, organize and incorporate the initiatives into Division policies and procedures, were identified by the Chief of Police and given the responsibility for implementation of the initiatives. The Goal Champions and the Plan Coordinator comprised the Implementation Team (IT).

The five goals identified by the Direction Setting Team include:

1. To be a Well Managed Organization (5 initiatives)
2. To Employ an Exceptional and Diverse Workforce (11 initiatives)
3. To Provide Safety and Security of Facilities and Protection of People (6 initiatives)
4. To Be Ambassadors for the Commonwealth (6 initiatives)
5. To Provide and Environment of Preparedness (5 initiatives)





Current Status

To date, twenty-three (23) of the thirty-three (33) initiatives have been completed (see chart). Completed initiatives have been addressed and incorporated into the policies and/or procedures of the agency. Most initiatives call for ongoing maintenance and re-evaluation.

2.2 – More of an emphasis is being placed on the role of Senior and Master Police Officers as mentors for our new officers.

2.4 – The Division's current career development program is being evaluated and work has begun on a career development program for supervisors and communications officers.

2.5 – Training requests are subjected to a more thorough review to ensure the requested training aligns with the Division's mission.

3.2 – The Division purchased a new state-of-the-art CAD system that will enable our Investigations Section to track and analyze crime data using the latest technology.

4.4 – Values and behavior training has been incorporated into the Division's new officer orientation program using the Law Enforcement Code of Ethics and Oath of Honor.

DCP Strategic Planning Roadmap

Well Managed Organization 1.0	Exceptional and Diverse Workforce 2.0	Safety and Security Of Facilities and Protection of People 3.0	Ambassadors of the Commonwealth 4.0	Environment of Preparedness 5.0
<p>1.1 Improve three (3) administrative processes annually</p> <ul style="list-style-type: none"> • Communications • Training • Scheduling <p>1.2 Solicit and act on employee suggestions</p> <p>1.3 Inventory and evaluate programs for results and respond appropriately</p> <p>1.4 Formalize a structure for implementing and monitoring DCP's strategic plan</p> <p>1.5. Continually evaluate compliance with mandated audits and inventories</p> <p>Red = Completed</p>	<p>2.1 Develop a skills bank</p> <p>2.2 Establish a mentorship program</p> <p>2.3 Annually summarize exit interview information</p> <p>2.4 Create a leadership development program to include technical and behavioral competencies</p> <p>2.5 Align discretionary development opportunities with organizational need</p> <p>2.6 Share knowledge obtained from external training</p> <p>2.7 Evaluate training effectiveness</p> <p>2.8 Acknowledge participation in DCP's strategic planning process</p> <p>2.9 Develop a recruitment plan to increase diversity</p> <p>2.10 Increase total compensation package</p> <p>2.11 Reduce accrued leave liability by 5%</p>	<p>3.1 Develop alternative staffing programs to include a Police Auxiliary Program</p> <p>3.2 Employ new technology in DCP's crime analysis data process</p> <p>3.3 Develop policies and procedures that ensure screening competency and consistency</p> <p>3.4 Improve the existing process by establishing clear protocols for reporting and resolving security concerns</p> <p>3.5 Develop a "floor watch" program for each facility</p> <p>3.6 Expand the EMT program</p>	<p>4.1. Formalize a process to encourage Division related civic / public / and community involvement</p> <p>(4.2 moved to 5.6)</p> <p>4.3 Increase the visibility of DCP</p> <p>4.4 Integrate values and behaviors into training and performance management tools (EWP)</p> <p>4.5 Expand interpersonal skill development training</p> <p>4.6 Provide employees with historical resources to enhance visitor interaction</p>	<p>5.1 Identify issues that compromise our mission and initiate programs to mitigate</p> <p>5.2 Identify specialized equipment; develop replacement schedules; upgrades as necessitated and provide proper training</p> <p>5.3 Capitalize on the employee skills bank</p> <p>5.4. Establish written protocols and guidelines for dissemination of sensitive and/or confidential information</p> <p>5.5. Increase and diversify emergency preparedness training</p> <p>5.6 Collect and analyze complaint and commendation data to identify and respond to trends</p> <p>Updated 06/01/17</p>



Division of Capitol Police **Commonwealth of Virginia**

Law Enforcement Code of Ethics

Reprinted from the
Virginia Department of Criminal Justice Services

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice. I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whenever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution for criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other law enforcement officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself to the highest moral and ethical standards in the performance of my chosen profession ... law enforcement.

Other Division Activities

Torch Run



Police Week



Tip-A-Cop



CrossFit





2017 ANNUAL AWARDS

EMPLOYEE-OF-THE-MONTH

October – Lieutenant John T. McKee
January – Special Agent James L. Cosby, Jr.
February – Sergeant Phillip A. Blaschick
April – Sergeant Matthew D. Muhlheim
May – Officer Zachary A. Jacobs
August – Special Agent John M. Jones
September – Officer Michael B. Bresko

EMPLOYEE-OF-THE-YEAR

Lieutenant John T. McKee

PROMOTIONS

First Sergeant Joshua F. Duncan – Lieutenant

RETIREMENT AWARDS

Officer Jeffrey S. Garland
Lieutenant Thomas E. Hickey
Officer Donna L. Johnson
C/O Valencia T. Johnson
Support Officer M. Jane Sparks

AWARD OF EXCELLENCE

C/O Amanda R. Carter

SERVICE AWARDS

Thirty Years

Officer Woodrow W. Dowdy, III

Twenty-Five Years

Captain Steven A. Witmer

Twenty Years

Officer D. Sean Chaulklin
Lieutenant John T. McKee

Ten Years

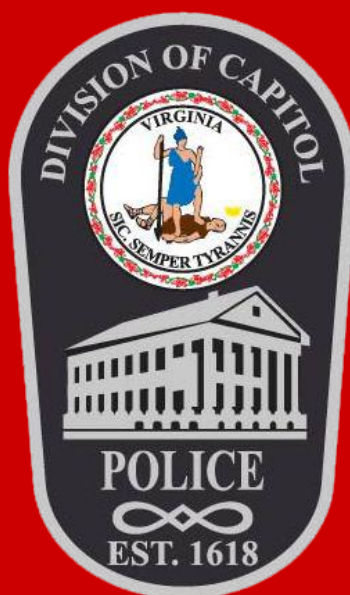
C/S Karen G. Anderson
Lieutenant Joshua F. Duncan
Gloria M. Kimball
Officer Reginald G. Reavis

Five Years

Major Mark J. Sykes

COMMUNITY SERVICE AWARD

Officer John T. Nicholson



**DIVISION OF
CAPITOL POLICE**

**1100 BANK STREET
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RICHMOND, VIRGINIA
23218**

www.dcp.virginia.gov